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DATE: February 6, 2009
SUBJECT: JOB VACANCY ANNOUNCEMENT – 2009/03
TO: All Qualified Applicants
JOB TITLE: AID PROJECT DEVELOPMENT SPECIALIST
(NUTRITIONIST)
GRADE: FSN-11

Note: Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID.

A. BASIC FUNCTION OF POSITION

The United States Office of U.S. Foreign Disaster Assistance (OFDA) is the office within USAID that is responsible for providing non-food humanitarian assistance in response to international crises and disasters. OFDA's West and North Africa Regional Office (WNARO) serves as the lead U.S. government agency for international disaster responses to natural and human-induced emergencies in its 24 country region. WNARO provides assistance to help vulnerable populations prepare for, mitigate, respond to, and recover from emergencies. Within this context, OFDA recognizes the need to develop a longer-term strategic approach to conduct activities - an approach that helps articulate funding and program priorities, streamline decision-making, define responsibilities and allow for a more definitive transition from humanitarian to developmental assistance.

Of the 49 least developed countries, 13 are in the West and North Africa region – Benin, Burkina Faso, Chad, Equatorial Guinea, Gambia, Guinea, Guinea Bissau, Liberia, Mali, Mauritania, Niger, Senegal, Sierra Leone and Togo. Half of the world's 20 poorest countries are found in West Africa, with child mortality rates surpassing 25 percent in some countries. Maternal mortality rates are among the highest in the world. All are affected by rising commodity prices, chronic food deficits, serious under-nutrition, poor health services, and weak governmental capacities.

In order to strengthen support to countries in West Africa, OFDA developed a WNARO strategy with Nutrition as one of the 3 regional goals. Moreover in context of global food price crisis, USAID/OFDA has defined a framework for improving nutritional status of vulnerable groups hard hit by rising food prices countries. The Nutrition Advisor based in Dakar is responsible for communicating and implementing OFDA's nutrition strategy in all countries covered by WNARO.

B. MAJOR DUTIES AND RESPONSIBILITIES

The Senior Nutrition Advisor based in Dakar takes the leading role in implementing WNARO's regional nutrition strategy. The incumbent's recognized professional expertise allows him/her to effectively and authoritatively communicate and implement OFDA's nutrition strategy in all



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countries covered by the WNARO. The Advisor provides technical guidance to OFDA partners, conducts assessments and ensures that a nutritional lens is applied to all OFDA supported interventions. In addition, the Advisor works to achieve a greater integration of nutrition programs into all humanitarian programs throughout the region. The incumbent may also be required to serve on U.S. government Disaster Assistance Response Teams (DARTs) and/or to backfill for other staff members in the regional office. Because of the large region covered, the incumbent will be required to travel extensively, both independently as well as with other OFDA staff members.

WNARO Nutrition Strategy Implementation with Partners (40%)

- Play a leading role in the 24 country regional food and nutrition sector
- Implement OFDA's nutritional strategy and ensure that it is fully operational.
- Communicate OFDA's West Africa nutrition strategy to current partners and other UN agencies, donors, NGOs and research institutions both in the region and globally through written communications, meetings and formal presentations.
- Incorporate OFDA's holistic nutrition strategy into the UN's response, starting at the regional level.
- Support UN initiatives to improve food security and nutrition responses by addressing both immediate and underlying causes.
- Ensure that partners and key stakeholders are kept up-to-date on approaches for the design and implementation of OFDA nutrition interventions.

Program Monitoring and Development (30%)

- Serve as OFDA's eyes and ears on the nutrition situation in the 24 countries in the region.
- Monitor and review partner nutrition interventions and provide appropriate feedback about performance.
- Encourage partners to prioritize government capacity building and design ways for this to be done.
- Ensure that nutrition is considered when designing and implementing food price crisis and other emergency responses.
- Collect nutritional information through field work and meetings with UN, NGO, governmental and other sources in countries visited as well as regional headquarters.
- Develop and maintain close personal and written contacts with OFDA partners.
- Meet frequently with other donors to collect, share, and analyze nutritional data and to coordinate response activities.
- Maintain ongoing contact with OFDA TAG in Washington D.C.
- Identify actual and potential links between USAID development and humanitarian nutrition interventions.
- Provide ongoing guidance and assistance on incorporating malnutrition prevention into development and humanitarian emergency response programs.
- Attend nutritional conferences throughout the region and make presentations as applicable.



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Nutrition Assessment, Analysis and Integration (30%)

- Assess the current status of nutrition information systems throughout the region with an emphasis on developing methods to quickly identify emerging nutritional problems.
- Provide technical guidance to partners on the need for and implementation of nutrition data gathering and analysis.
- Work with partners to prioritize quality information gathering and analysis for decision-making about appropriate nutrition interventions.
- Assess and analyze nutritional data for each country and by logical regional groupings in order to improve data collection and program development.
- Draft and submit written reports and cables.

C. DESIRED QUALIFICATIONS

1. **Education:** A minimum of a Masters in Nutrition or equivalent degree is required. A doctoral degree in Nutrition or related field is highly desirable.
2. **Prior Work Experience:** A minimum of seven years of professional experience with a Masters degree or five years with a Ph.D. in nutrition programs within either the public and/or non-government sector setting is required. Of the seven or five years experience, a minimum of three years experience managing and providing technical oversight to nutrition-focused programs is required. Professional experience must include progressively responsible positions dealing with program activity design, implementation and evaluation at least at the national level. Experience with technical oversight of multi-country nutrition programs in West Africa is highly desirable. Practical experience in the implementation and management of national-level development activities in West Africa including multiple partners and stakeholders, and advocacy for policy change is required. A demonstrated ability to formulate new program strategies and to obtain buy-in is required.
3. **Language Proficiency:** Fluency in written and spoken English (Level 4/4) and French (Level 3/3) is required.
4. **Knowledge:** Superior knowledge of nutrition in general and specifically as it relates to emergency situations. Complete understanding of OFDA's Mission, structure, worldwide operations as well as of WNAO's regional role, strategy, procedures, and programs. An expert knowledge of the nutrition situation and requirements of the 24 countries served by WNAO. Understanding of emergency responses, key players (international organizations, non-governmental organizations), and of key governmental entities.



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5. Abilities and Skills: Skill and ability to gather information from primary and secondary sources, to analyze it and to develop programs that address problems identified. Knowledge of and ability to evaluate the nutritional components of proposals and/or to identify where a nutritional component is needed. Ability to evaluate OFDA funded programs on an ongoing basis. Ability to work with large numbers of highly diverse individuals and organizations and to develop consensus for and acceptance of OFDA's nutritional strategy. Excellent writing skills required in order to draft reports that will be read by key decision and policy makers at the Regional and Washington level

D. POSITION ELEMENTS

1. Supervision Received: The Principle Regional provides direction in terms of broadly defined missions or functions. The incumbent is expected to exercise initiative and to work independently in achieving his/her duties.

2. Available Guidelines: OFDA Grants Guidelines, instructions for Washington on programs and program development, handbooks, training materials, USAID regulations

3. Exercises of Judgment: Because of the minimum supervision received and the frequent travel required of this position, the incumbent will be required to constantly exercise judgment when dealing with implementing partners, government officials, and program recipients. Because OFDA operates in conflict areas or in areas that are highly restricted by U.S. government Regional Security Officers, the incumbent has to make potentially life and death decisions concerning the safety and security of travel in insecure areas including whether to travel or not to travel, when crossing checkpoints set up by various highly armed groups, and when dealing with organizations not always friendly to the United States.

4. Authority to Make Commitments: The incumbent is a member of the overall West Africa and Washington team that makes key decisions on programming millions of dollars of funds annually. The incumbent provides input and recommends courses of action in conjunction with other OFDA staff at both the regional and Washington level. The actual commitments are made by contracting officials at the Washington level.

5. Nature, Level and Purpose of Contacts: The incumbent will be expected to meet with government officials at the national, regional and local levels in all 24 countries that are covered by WNARO. The incumbent may occasionally join the WNARO Regional s in meeting with Ministers and be asked to provide briefings. Meetings at the Ministerial level will be very rare and when unaccompanied by OFDA regional s, of a courtesy of fact gathering nature. The incumbent will have frequent meetings with government officials at the regional and local level. In addition, the incumbent will meet with counterparts in other governmental humanitarian organizations as well as with NGO and international organization staff including senior level officials.



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6. Supervision Exercised: None

7. Time Required Performing Full Range of Duties: Six months with an extensive background in West Africa nutritional, humanitarian work and knowledge of key players. One year with a moderate background in West Africa nutritional, humanitarian work and a knowledge of key players.



8. Flexibility and significant travel within the region are needed from the incumbent. In the humanitarian world, priorities can shift quickly and travel plans may need to shift quickly as well. Applicant must be willing to travel 50% of the time

HOW TO APPLY: Interested applicants should submit a completed OF-612 form or a complete resume to:

Human Resources Mgt. Specialist. or
USAID/Senegal
B.P. 49 - Dakar, Senegal
Email address: usaiddakar-hr@usaid.gov

Human Resources Mgt. Specialist
USAID/Senegal
Petit Ngor - Dakar, Senegal

Deadline to receive applications: March 2, 2009.

Cleared by: Regina Davis, OFDA:  Date: 2-6-09
Ross M. Hicks, Executive Officer  Date: 2-6-09